FY 13
District Membership Reporting Schedule

Function	Completion or Due Date
Pre-load PATI with Jeff and Check for Errors	April 2 – end of school for LEA
Upload Data to UTREx/PATI	May 1 – July 8 (5:00 pm)
Last Day to Correct CACTUS (30th is Saturday)	June 30, 5 p.m.
UTREx Data Upload Due	July 8 (5:00 pm)
District Lock Out Date (Last Day to Fix PATI Data)	July 15
Specialist Signoff	July 16 – Aug 2
Signoff Complete, Districts Notified	August 5
Districts Review Membership Not Approved and Contact USOE Specialists with Questions or Issues	Aug 5 – Aug 16
Districts and USOE can Run Preliminary Reports	August 26
Draw Audit Sample	September 3
Begin Audits	September 5
Annual Online Program Approval Report Due	October 15
Complete Audits	February, 2014
Districts and USOE can Run Final Reports	March 1, 2014
PATI Membership Data is FINAL – no changes allowed/accepted	October 1, 2014